

S-E-C-R-E-T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090114-2

REPORTS INVENTORY

CONTROL NO.

DD5/00-032

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE
OF
REPORT

STATISTICAL

X NARRATIVE

MACHINE-NAME LISTING

25X1 Operation [] Quarterly Report

PERSONNEL

TRAINING

1

ADMIN. GENERAL

3. FUNCTIONAL AREA

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

2

COMMUNICATIONS

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

4

Quarterly

1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memorandum

X NO

Memo DD/S 68-4248 dated
19 August 1968

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OC-RMS/RMB

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	\$7.28		3		\$21.84		4		\$ 87.36
GS-13	8.33		1/2		4.17		(Review)		16.68

B. COSTS OF COMPUTER PRODUCED REPORTS

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14 TOTAL COSTS PER YEAR

\$104.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1 This report has been requested by the CIA Records Administration Officer. Although Operation [] was completed in 1969, this report is still required in order to list other Records Management accomplishments each quarter. This report was started in August 1968.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

DISCONTINUE

14

\$104.04

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X1 Sept. 1970

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Records Administration Officer

25X1